



## Resource List for School Food Service Professionals April 2011

This publication is a compilation of resources for professionals involved in school food service. The resources are in a variety of information formats: articles, books and full-text materials on the World Wide Web. Resources chosen provide information on many aspects of school food service.

The resources included for this list contain reliable information and are available nationwide. Your local library or bookstore can help you locate these materials. Other items can be obtained from the source listed. Opinions expressed in the publications do not necessarily reflect the views of the U.S. Department of Agriculture.

Resources that are part of the National Agricultural Library (NAL) collection have an NAL Call Number listed. Lending and copy service information can be found at <http://nal.usda.gov/services/request.shtml>. URLs are included when the material is available online in full text. Materials cannot be purchased from the Library. Please contact the publisher/producer if you wish to purchase any materials on this list.

This Resource List is available from the Food and Nutrition Information Center's (FNIC) Web site at: <http://www.nal.usda.gov/fnic/pubs/foodservice.pdf>.

A complete list of FNIC publications can be found at <http://fnic.nal.usda.gov/resourcelists>.

### Table of Contents:

- I. Facility Design and Equipment
  - A. Books
  - B. Other
- II. Food Allergies
  - A. Web Sites
  - B. Booklets and Fact Sheets
  - C. Other
- III. Food Safety
  - A. Books
  - B. Web Sites
  - C. Videos
  - D. Kits
  - E. Posters and Fact Sheets
  - F. Other
- IV. Management
  - A. Books and Reports
  - B. Videos and Kits
  - C. Web Sites

- V. Purchasing
  - A. Books
  - B. Kits
- VI. Meal Planning and Preparation
  - A. Books
  - B. Videos
  - C. Other
  - D. Kits

## **I. Facility Design and Equipment**

### **A. Books**

#### **Design and Equipment for Restaurants and Foodservice: A Management View, 3<sup>rd</sup> edition**

Costas Katsigris and Chris Thomas

Hoboken, NJ: John Wiley & Sons, Inc., 2009. 624 pp.

**ISBN:** 9780471762485

**Description:** This book covers crucial topics such as: food service equipment, layout, and design, as well as purchasing, installing, operating, and maintaining food service equipment. Illustrated with 300 photographs and line drawings. Also features interviews with successful restaurateurs, chefs, and equipment experts.

#### **Design and Layout of Food Service Facilities, 3<sup>rd</sup> edition**

John C. Birchfield

Hoboken, NJ: John Wiley & Sons, Inc., 2008. 368 pp.

**ISBN:** 9780470403730

**Description:** Includes illustrations, photographs, and charts to assist managers and others with the decisions involved in planning an efficient food service operation. Includes information on examining employee workflow, selecting equipment, and legal compliance.

#### **Equipment Purchasing and Facility Design for School Nutrition Programs**

Barbara Almanza, National Food Service Management Institute (NFSMI)

University, MS: NFSMI, 2009. 280 pp.

**Full Text:** <http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=273>

**Description:** This resource provides school nutrition managers with the knowledge they need to make informed decisions regarding facility design and equipment purchasing. Topic areas include: trends in the equipment and design industry, developing a planning team, the project planning process, layout and space guidelines, and the bid process. Information is also included on making specific equipment choices.



## B. Other

### **Relationship of the Physical Dining Environment and Service Styles to Plate Waste in Middle/Junior High Schools**

Alfonso Sánchez, PhD and Luis René Contreras, PhD

University, MS: NFSMI, 2004. 59 pp.

**Full text:** <http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=192>

**Description:** Presents the results of a research project designed to measure aspects of the physical environment in relation to actual food consumption during lunch.

### **School Food Equipment Grants**

School Nutrition Association

**Web site:** <http://www.schoolnutrition.org/Content.aspx?id=11938>

**Description:** On January 14, 2010, Secretary of Agriculture Tom Vilsack announced the availability of \$25 million in grants to help school nutrition programs replace outdated equipment with new energy efficient appliances such as refrigerators, ovens and other food service related equipment. This page provides resources and tools designed to help school nutrition professionals utilize the new grant program.

### **School Nutrition Professionals' Involvement in the Equipment Purchasing and Facility Design Process**

Mary Frances Nettles, PhD, RD and Deborah H. Carr, PhD, RD

University, MS: NFSMI, 2009. 49 pp.

**Full text:** <http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=316>

**Description:** Presents the results of a needs assessment to determine the current state of involvement and knowledge of school nutrition directors in the facility design and equipment purchasing process.

### **Using Equipment Safely and Efficiently**

National Food Service Management Institute

University, MS: NFSMI, 2002.

**Full Text:** <http://nfsmi.org/ResourceOverview.aspx?ID=116>

**Description:** This training module provides resource for food service professionals to use in training their staff about equipment. Topics covered include equipment choice, use, safety, and maintenance. The kit includes four lessons with teacher instructions and activities, a 32-minute video, and a PowerPoint presentation.



## II. Food Allergies

### A. Web Sites

#### **Ask Before You Eat! Campaign**

New Jersey Department of Health and Senior Services; Rutgers University's Department of Nutritional Sciences and Food Policy Institute; Rutgers Cooperative Research and Extension; New Jersey Restaurant Association.

**Web site:** <http://www.foodallergy.rutgers.edu/>

**Description:** This educational includes fact sheets for restaurants with advice on how to serve enjoyable and safe meals to customers with food allergies, as well as information for parents of a child with food allergies.

#### **Food Allergy Downloads**

Food Allergy and Anaphylaxis Network

**Web site:** <http://www.foodallergy.org/page/downloads>

**Description:** Provides general food allergy information along with information on specific food allergies such as peanuts and eggs.

#### **Food and Nutrition Information Center: Allergies and Food Sensitivities**

Food and Nutrition Information Center, National Agricultural Library, Agricultural Research Service, U.S. Department of Agriculture

**Web site:**

[http://fnic.nal.usda.gov/nal\\_display/index.php?info\\_center=4&tax\\_level=2&tax\\_subject=278&topic\\_id=1379](http://fnic.nal.usda.gov/nal_display/index.php?info_center=4&tax_level=2&tax_subject=278&topic_id=1379)

**Description:** Get general food allergy information along with information on specific food allergies, such as peanuts and eggs.

#### **Schools, Childcare, and Camp**

Food Allergy and Anaphylaxis Network

**Web site:** <http://www.foodallergy.org/section/schoolchildcare>

**Description:** A Web site with multiple resources for managing food allergies in schools and other environments. Included are training and educational materials for use in classrooms and with school staff, reference and position papers, and other publications.

### B. Booklets and Fact Sheets

#### **Allergy Fact Sheet for Child Nutrition Program Professionals**

Ensley Howell, MS RD

University, MS: NFSMI, 2003.

**Full Text:** <http://nfsmi.org/documentLibraryFiles/PDF%5C20080908023102.pdf>

**Description:** A special needs fact sheet that defines food allergies, describes common symptoms and what to do in the child care or school setting.



## **CARE Connection for CACFP Child Care Providers**

National Food Service Management Institute

University, MS: NFSMI, 2009.

### **Full text:**

<http://www.nfsmi.org/Templates/TemplateDivision.aspx?qs=cEIEPTI0>

- Food Allergies and Young Children
- <http://www.nfsmi.org/documentlibraryfiles/PDF/20101004013511.pdf>
- The Facts that Separate Food Allergy and Food Intolerance
- <http://www.nfsmi.org/documentlibraryfiles/PDF/20101004013748.pdf>
- The ABC's of Food Safety for Allergies
- <http://www.nfsmi.org/documentlibraryfiles/PDF/20101004014810.pdf>
- Helping Children Understand Allergies
- <http://www.nfsmi.org/documentlibraryfiles/PDF/20101004015437.pdf>
- Read a Food Label for Allergens and Ingredients
- <http://www.nfsmi.org/documentlibraryfiles/PDF/20101004015718.pdf>
- Your Child's Food Allergy - Family Materials
- <http://www.nfsmi.org/documentlibraryfiles/PDF/20101004015907.pdf>

**Description:** CARE Connection provides education and training resources based on best practices in the operation of child care centers and family day care homes in the CACFP environment. Resources include short grab-and-go lessons that can be taught in 10 minutes or less, easy lesson plans, family materials, and children's nutrition education activities.

## **Child Care Fact Sheets**

National Food Service Management Institute

University, MS: NFSMI, 2010.

### **Full text:**

- Reading Labels for Food Allergens  
<http://nfsmi-web01.nfsmi.olemiss.edu/documentlibraryfiles/PDF/20090210032840.pdf>
- Recognizing and Responding to Food Allergy Symptoms  
<http://nfsmi-web01.nfsmi.olemiss.edu/documentlibraryfiles/PDF/20090210035621.pdf>

**Description:** These nutrition fact sheets can be used as resource materials for family day care homes and child care centers.

## **Managing Life Threatening Food Allergies in Schools**

Massachusetts Department of Education, 2002.

**Full text:** <http://www.doe.mass.edu/cnp/allergy.pdf>

**Description:** Publication focuses on a team approach to addressing food allergies. Includes an introduction to food allergy and anaphylaxis, resources for planning and implementation, guidelines for handling emergencies, and more.



## **School Food Service and Food Allergies: What We Need to Know**

International Food Information Council, 2004.

**Full Text:** [http://www.ific.org/publications/other/upload/Color\\_Food\\_Allergy.pdf](http://www.ific.org/publications/other/upload/Color_Food_Allergy.pdf)

**Description:** Information for school food service professionals including causes and symptoms of food allergies, what to do in an emergency, and common allergen ingredients.

### **C. Other**

#### **Food Allergies and Intolerances Resource List**

National Agricultural Library, Food and Nutrition Information Center, 2010.

**Full text:** <http://www.nal.usda.gov/fnic/pubs/bibs/allergy.pdf>

**Description:** This publication is a compilation of resources on food allergies and intolerances for the consumer, but also contains materials appropriate for training food service staff. The resources are in a variety of information formats: articles, pamphlets, books and full-text materials on the World Wide Web. Resources chosen provide information on the most common food allergies and concerns of individuals with food allergies.

#### **Managing Food Allergies**

National Food Service Management Institute

University, MS: NFSMI, 2006.

**Full Text:** <http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=89>

**Description:** Lesson 3 of the 2006 Breakfast Lunch Training Module, Meeting Children's Special Food and Nutrition Needs in Child Nutrition Programs, was developed to familiarize food service staff with special needs frequently seen in students, as well as to train staff to appropriately accommodate children with special food and nutrition needs. The lesson includes an instructor's guide, PowerPoint presentation, and video.

#### **Managing Food Allergies in Schools: A 3-part Webinar Series**

United States Department of Agriculture; School Nutrition Foundation, 2009.

**Web site:** <http://www.schoolnutrition.org/Content.aspx?id=12090>

**Description:** This Webinar series focuses understanding and addressing food allergies in schools. Available in the following three parts: Part 1 - Understanding the Fundamentals; Part 2 - Developing Policy; Part 3 - Implementing Policy. Recordings and all webinar materials are archived and available at the site listed.



### III. Food Safety

#### A. Books

##### **HACCP and Sanitation in Restaurants and Food Service Operations: A Practical Guide Based on the FDA Food Code with Companion CD-ROM**

Lora Arduser and Douglas Robert Brown

Ocala, FL: Atlantic Publishing Company, 2005. 552 pp.

**ISBN:** 9780910627351

**Ordering Information:** [http://www.atlantic-pub.com/HACCP\\_Main.htm](http://www.atlantic-pub.com/HACCP_Main.htm)

**Description:** This material is based on the FDA Food Code and will teach food service managers and employees all aspects of food safety, HACCP and sanitation, from purchasing and receiving food to properly washing dishes.

##### **The HACCP Food Safety Training Manual**

Tara Paster

Hoboken, NJ: John Wiley and Sons, Inc., 2006. 352 pp.

**ISBN:** 0471784486

**Ordering Information:**

<http://www.wiley.com/WileyCDA/WileyTitle/productCd-0471784486.html>

**Description:** The HACCP Food Safety Training Manual is a guide to the proper food handling procedures, hazard and risk analysis, monitoring techniques, and record keeping.

#### B. Web Sites

##### **Centers for Disease Control and Prevention**

**Web site:** <http://www.cdc.gov/foodsafety>

**Description:** Provides current food safety information as well as links to educational resources, technical information, publications and articles, and other reference materials.

##### **Fightbac.org**

**Web site:** <http://www.fightbac.org>

**Description:** This Web site contains articles for consumers, educators, education and outreach methods, downloads, and information about safe food handling and foodborne illness.

##### **Food Safety and Inspection Service (FSIS)**

**Web site:** <http://www.fsis.usda.gov>

**Description:** The Food Safety and Inspection Service (FSIS) is the public health agency in the U.S. Department of Agriculture responsible for ensuring that the nation's commercial supply of meat, poultry, and egg products is safe, wholesome, and correctly labeled and packaged. Visitors to the FSIS site can find materials (videos, podcasts, handouts, etc.) from a variety of food safety education campaigns.





## **Food Safety.gov**

**Web site:** <http://www.foodsafety.gov>

**Description:** Contains food safety information for educators, consumers, and government agencies, including links to news and safety alerts, advice, and other information related to food service.

## **C. Videos**

### **HACCP: A Basic Understanding**

CEV Multimedia, 2005. DVD (32 min.)

**NAL Call Number:** Videocassette no. 3495

**Ordering Information:**

<http://www.cevmultimedia.com>

**Description:** Program discusses what HACCP is, what it stands for and what it does in relation to food safety. Identifies the seven principles of HACCP and gives an example of how to design an HACCP program, a system of food control that helps prevent the production of unsafe or mislabeled food.

### **Just the Facts: Food Safety**

Learning ZoneXpress, 2007. DVD (16 min.)

**Ordering information:** <http://www.learningzonexpress.com/product.php?id=198>

**Description:** Appropriate for grades 10-adult, this video covers the food safety basics of clean, separate, cook, and chill.

### **Kitchen and Food Safety: Food-borne Illness**

Meridian Education Corporation, 2006. DVD (24 min.)

**Ordering information:** <http://meridian.films.com>

**Description:** This DVD describes common and serious foodborne illnesses, how they're spread, and how they can be prevented through careful food handling and proper food preparation. *Salmonella*, *Campylobacter jejuni*, *Escherichia coli*, and shigella are discussed, along with botulism, listeriosis, and viruses like hepatitis A.

### **ServSafe® Complete Food Safety DVD**

National Restaurant Association Educational Foundation, 2009. (2h 7m 45s)

**Ordering Information:** <http://www.servsafe.com/catalog/productDetail.aspx?ID=1735>

**Description:** Topics covered in this DVD include an introduction to food safety, and overview of foodborne microorganisms and allergens, personal hygiene, purchasing, receiving, storage, preparation, cooking, serving, facility management, cleaning, sanitizing, and pest control. Information is presented in real-world scenarios for multiple industry segments. Available in English and Spanish.





## D. Kits

### **Developing a School Food Safety Program**

United States Department of Agriculture, National Food Service Management Institute, 2006.

**Full text:** <http://nfsmi.org/ResourceOverview.aspx?ID=57>

**Description:** This resource provides various training tools, worksheets, and templates and worksheets which contain the minimum elements that can assist you when developing your food safety program.

### **Serving it Safe, 3<sup>rd</sup> edition**

National Food Service Management Institute, 2009.

**Full text:** <http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=327>

**Description:** The six chapters of Serving It Safe provide guidance for managing a safe and sanitary food service operation. Kit includes a manual, trainer's guide, participant workbook, and video clips.

### **Thermometer Information Resource**

National Food Service Management Institute, 2005.

**Full text:** <http://nfsmi.org/ResourceOverview.aspx?ID=113>

**Description:** Food service personnel are the single most critical element in assuring food safety in a foodservice operation. Contents of this resource specifically focus on the importance of consistently using thermometers in Child Nutrition Programs. Contains 4 lessons, 3 fact sheets, 14 mini posters provided in English and Spanish, and a video.

### **Wash Your Hands: Educating the School Community**

National Food Service Management Institute, 2004.

**Full Text:** <http://nfsmi.org/ResourceOverview.aspx?ID=118>

**Description:** This teaching package assists the development and implementation of hand washing promotions and events in Child Nutrition Programs. The kit includes a variety of easy-to-use training components useful for delivering hand washing education to food service staff, school board members, principals, teachers, students, and community members. Kit includes: a booklet of classroom activities, standard handwashing procedures, clip art, 9 handwashing posters provided in English and in Spanish, and a 4-minute wordless video demonstrating proper handwashing technique.



## E. Posters and Fact Sheets

### Food Safety Fact Sheets

National Food Service Management Institute  
University, MS: NFSMI, 2009.

**Full text:** <http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=109>

**Description:** These fact sheets provide a quick reference to a wide variety of food safety topics.

### Food Safety Mini-Posters

National Food Service Management Institute, 2000.

**Web site:** <http://nfsmi.org/ResourceOverview.aspx?ID=74>

**Description:** This set of 8 ½" x 11" mini-posters cover several key food safety topics, and are available in both English and Spanish.

### Food Safety Posters

Atlantic Publishing Company

**Web site:** [http://www.atlantic-pub.com/foodsafety\\_posters.htm](http://www.atlantic-pub.com/foodsafety_posters.htm)

**Description:** This set of sixteen posters is available as a pack or individually. Each poster contains English as well as Spanish, is laminated, and is 11x17 inches.

## G. Other

### Fight Foodborne Illness!

Texas Agricultural Extension Service, 2004.

**Ordering Information:** <http://tcebookstore.org/pubinfo.cfm?pubid=2005>

**Description:** This curriculum contains six lessons of safe food handling and also includes a lesson on HACCP principles. The titles of the lessons are: 1) Food Safety: Why the Concern? 2) Good Personal Hygiene: Keep Your Hands Clean 3) Preventing Cross-Contamination 4) Cleaning, Sanitizing, and Storing: Control Bacterial Growth! 5) The Importance of Food Temperatures and 6) Using HACCP to Achieve Food Safety.

### HACCP Information Center

Hazard Analysis Critical Control Point Information Center

**Web site:**

<http://www.iowahaccp.iastate.edu/plans/index.cfm?CatList=14&ParentID=14&sectionid=2>

**Description:** The sample plans and prerequisite programs are provided for developing HACCP-based systems in food service operations. Individuals need to adapt plans to their individual operation.



### **Healthy Meals Resource System**

**Web site:** <http://healthymeals.nal.usda.gov/safety.html>

**Description:** The Healthy Meals Resource System (HMRS) provides access to many School Food Safety Resources information to persons working in USDA's Child Nutrition Programs.

### **ServeSafe® Food Safety and Sanitation Training Program**

Educational Foundation of the National Restaurant Association

**Ordering Information:** <http://www.serve-safe.com>

**Description:** The ServSafe food safety program provides food safety education and training materials for the restaurant industry. Materials prepare students for the ServSafe Food Protection Manager Certification Exam. Curriculum consists of: CD-ROMs, ServSafe course book, ServSafe Essentials course book, ServSafe Instructor Toolkit, slides, posters, sticker, pins, videocassette and employee guides to videocassettes. Also available in Spanish.

## **IV. Management**

### **A. Books and Reports**

#### **Competencies, Knowledge, and Skills of Effective School Nutrition Managers**

National Food Service Management Institute

University, MS: NFSMI, Division of Applied Research, 2003. 151 pp.

**Web Site:** <http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=131>

**NAL Call Number:** TX911.3.M27 C64 2004

**Description:** A detailed list of competency, knowledge, and skill statements and a job description for a school nutrition manager.

#### **The Encyclopedia of Restaurant Training: A Complete Ready-to-Use Training Program for All Positions in the Food Service Industry**

Lora Arduser and Douglas Robert Brown

Ocala, FL: Atlantic Publishing Company, Inc., 2005. 600 pp.

**ISBN:** 9780910627344

**Description:** This is an encyclopedic, "out of the box" employee training program for all positions in the food service industry. From orientating the new employee and maintaining performance standards to detailed training outlines and checklists for all positions.



### **Exploring Food Service Systems Management through Problems, 3<sup>rd</sup> edition**

Elizabeth M. Lieux and Patricia K. Luoto

Upper Saddle River, NJ: Prentice Hall, 2008. 300 pp.

**ISBN-13:** 9780132325424

**Description:** In solving each of 30 problems, students search for underlying principles and concepts regarding the production and service of food in large organizations.

Readers learn important food service principles in terms of food safety, menu planning, purchasing and inventory control, controlling production, delivery and service systems, and the financial impact of management decisions.

### **A Guide to Centralized Food Service Systems**

National Food Service Management Institute

University, MS: NFSMI, 2002. 192 pp.

**Full text:** <http://nfsmi.org/ResourceOverview.aspx?ID=81>

**Description:** A guide developed to assist school food service directors in making decisions about whether or not to centralize food production in their districts.

### **Leadership Lessons from a Chef: Finding Time to be Great**

Charles Carroll

Hoboken, NJ: John Wiley and Sons, Inc., 2008. 192 pp.

**ISBN:** 0470125306

**Description:** In this book, the author draws on his experiences to provide stories and examples that exemplify various management techniques he recommends. Tools and ideas are conveyed that can be used to help motivate kitchen staff members and to develop an effective team environment.

### **Managing Child Nutrition Programs: Leadership for Excellence, 2<sup>nd</sup> edition**

Josephine Martin and Charlotte Oakley

Sudbury, MA: Jones and Bartlett Publishers, Inc., 2008. 860 pp.

**ISBN:** 0763733903

**Description:** This book provides the reader with all the information needed to successfully run a Child Nutrition Program and how to adapt to all of the changes that are inevitable in any system. The book contains information on being an effective leader in a child nutrition program; the history of Child Nutrition Programs; a general introduction to child nutrition legislation, wellness policies, human resources, technological and financial management, and nutrition education; as well as nutrition information for every aspect of a child nutrition program.



**Managing for Quality in the Hospitality Industry**

John H. King, Jr. and Ronald F. Cichy

Upper Saddle River, NJ: Pearson Education, Inc., 2005. 368 pp.

**ISBN:** 9780130945891

**Description:** Focuses on meeting the expectations of internal customers, external customers, and owner/investors—the backbones of any organization and its culture. Chapter topics cover how to tap an organization's hidden strengths, team effectiveness, tools of the trade, assessing and implementing quality, leadership, and quality life.

**Management Practice in Dietetics, 2<sup>nd</sup> edition**

Nancy R. Hudson

Brooks Cole Publishing, 2006. 528 pp.

**ISBN:** 0534516572

**Description:** Presents management principles applicable across diverse specialties in dietetics and foodservice, providing readers with practical tools for supervising work and financial and human resources. Includes material on unionized employees, menu planning, nutritional technology, and food safety.

**The Non-Commercial Food Service Manager's Handbook: A Complete Guide for Hospitals, Nursing Homes, Military, Prisons, Schools, and Churches With Companion CD-ROM**

Shri L. Henkel and Douglas Robert Brown

Ocala, FL: Atlantic Publishing Company, Inc., 2007. 624 pp.

**ISBN:** 9780910627818

**Description:** This manual shows readers how to set up, operate, and manage a financially successful food service operation. The book's 19 chapters cover the entire process from startup to ongoing management in an easy-to-understand way, pointing out methods to increase your chances of success, and showing how to avoid many common mistakes. The companion CD-ROM contains all the forms in the book in PDF format.

**On-Site Foodservice Management: A Best Practices Approach**

Dennis Reynolds

Hoboken, NJ: John Wiley and Sons, Inc., 2003. 272 pp.

**ISBN-10:** 0471345431

**Description:** This how-to manual helps managers improve the behind-the-scenes performance of their on-site foodservice facilities, from cost control, budgeting, personnel, purchasing, and inventory control to different operational configurations, including a variety of production approaches. Methods are provided for defining, measuring, and enhancing productivity, as well as guidelines on how to increase the quality of food delivery while keeping costs down.



## **The World of Culinary Supervision, Training and Management, 4<sup>th</sup> Edition**

Jerald Chesser and Noel C. Cullen

Upper Saddle River, NJ: Prentice Hall, 2008. 336 p.

**ISBN:** 9780130225436

**Description:** Provides those in the food service industry the necessary knowledge, skills, and attitudes required to lead, supervise and manage foodservice workers. This book outlines those elements crucial to success in today's quality driven foodservice industry and examines all aspects of training as it affects the chef supervision; and providing practical, step-by-step discussions on crucial management skills and functions involving a chef supervisor.

### **B. Videos and Kits**

#### **Building a Professional Team**

National Food Service Management Institute, 2009.

**Full text:** <http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=318>

**Description:** Kit includes an instructor's guide and participant workbook for five lessons and one follow-up lesson, each with an accompanying online video. Topics include: Teamwork, Improving Skills Through Training and Cross-Training, Ethics, Communicating in the Kitchen, and Providing Leadership as a Member of the School Community.

#### **Coaching Employees: Will You Make a Difference?**

National Food Service Management Institute

University, MS: NFSMI, 2004.

**Web Site:** <http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=52>

**NAL Call Number:** Videocassette no. 3365

**Description:** Discusses the relationship between a coach and team members. Topics covered include active listening and constructive feedback.

### **C. Web Sites**

#### **Healthy Meals Resource System**

**Web Site:** <http://healthymeals.nal.usda.gov/>

**Description:** The Healthy Meals Resource System (HMRS) provides resources and to persons working in USDA's Child Nutrition Programs. Sections include Nutrition Education, Food Safety, Food Service, HealthierUS School Challenge Resources, Nutrient Standard Menu Planning, Recipes and Menu Planning, and Reports and Studies.

#### **National Food Service Management Institute Document Library**

National Food Service Management Institute

**Web Site:** <http://nfsmi-web01.nfsmi.olemiss.edu/DocumentSearch.aspx>

**Description:** The National Food Service Management Institute Document Library is one of the largest collections of materials for child nutrition professionals. All materials are available for free in full-text online.





## V. Purchasing

### A. Books

#### **The Book of Yields: Accuracy in Food Costing and Purchasing, 8<sup>th</sup> edition**

Francis T. Lynch

New York, NY: Wiley, John & Sons, Inc., 2010. 297 pp.

**ISBN:** 0471745901

**Description:** Collection of food measurements for over 1,500 raw food ingredients, given in weight-to-volume equivalents, trim yields, and cooking yields. This updated edition includes many global menu offerings. Worksheets for costing ingredients and planning food purchases are also provided.

#### **Culinary Math, 3<sup>rd</sup> edition**

Linda Blocker and Julia Hill

New York, NY: Wiley, John & Sons, Inc., 2007. 272 pp.

**ISBN:** 0470068213

**Description:** Provides step-by-step guidance for essential math functions for food service professionals, including calculating yield percents, determining portion costs, altering recipe yields, and converting measurements. Includes practice problems in each chapter.

#### **First Choice: A Purchasing Manual for School Food Service, 2<sup>nd</sup> edition**

National Food Service Management Institute

University, MS: NFSMI, 2002. 291 pp.

**Full text:** <http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=64>

**Description:** This reference manual provides child nutrition professionals with guidance for all facets of procurement including purchasing, regulations, marketplace environment, product movement, bid units, specifications, brand approval, obtaining prices, monitoring cost, product testing, receiving and storage, and purchasing cooperatives.

#### **Food Buying Guide for Child Nutrition Programs**

USDA, Food and Nutrition Service, 2001 (revised 2008).

**Full text:** <http://teamnutrition.usda.gov/Resources/foodbuyingguide.html>

**Description:** The Food Buying Guide for Child Nutrition Programs has been expanded and updated. It includes an updated design, including color-coded tabs for each section, pictures, new charts and graphics. The guide will help with the purchasing process and menu planning.





**Food and Beverage Cost Control, 5<sup>th</sup> edition**

Lea R. Dopson, David K. Hayes  
Hoboken, NJ: Wiley, 2011. 576 pp.

**ISBN-10:** 978-0-470-25138-6

**Description:** Provides a detailed look at accounting, marketing, and legal issues as they relate to controlling costs in the food service environment. Sanitation, production, and service methods are also explored.

**Practical Food and Beverage Cost Control, 2<sup>nd</sup> edition**

Clement Ojugo  
Clifton Park, NY: Delmar Cengage Learning, 2009. 488 pp.

**ISBN:** 1428335447

**Description:** Includes guidance on how to plan, assess and interpret cost control aspects of food and beverage operations to meet profit and expense objectives, with emphasis on the manager's role. Includes a chapter on staff planning and labor cost control.

**Principles of Food, Beverage, and Labor Cost Controls, 9<sup>th</sup> edition**

Paul R. Dittmer, J. Desmond Keefe III  
Hoboken, NJ: Wiley, 2009. 648 pp.

**ISBN:** 978-0-471-78347-3

**Description:** Introduces readers to food, beverage, and labor cost control methods. Basic terms and concepts are discussed, followed by an in-depth exploration of a four-step control process used in the primary phases of food service and beverage operations: purchasing, receiving, storing, issuing, and production.

**Purchasing: Selection and Procurement for the Hospitality Industry, 8<sup>th</sup> edition**

Andrew H. Feinstein and John M. Stefanelli  
Hoboken, NJ: John Wiley & Sons, Inc., 2011. 704 pp.

**ISBN:** 978-0-470-29046-0

**Description:** Covers all aspects of purchasing, including selection and procurement, technology applications in purchasing, distribution systems, the organization and administration of purchasing, and payment policies. This book also has an individual chapter for each type of item or service purchased.

## **VI. Meal Planning and Preparation**

### **A. Books**

**Cooking**

James Peterson  
Berkeley, CA: Ten Speed Press, 2007. 534 pp.

**ISBN-10:** 1580087892

**Description:** This book begins with an overview of the ten basic cooking methods and expands into different preparation arenas. Each of the 600 recipes includes frame by frame instructional photographs on how to execute essential kitchen techniques.



**Feeding Infants: A Guide for Use in the Child Nutrition Programs**

USDA, Team Nutrition, 2002.

**Full text:** [http://teamnutrition.usda.gov/Resources/feeding\\_infants.html](http://teamnutrition.usda.gov/Resources/feeding_infants.html)

**Description:** The guide presents information on infant development, nutrition for infants, breastfeeding and formula feeding, preventing tooth decay, feeding solid foods, drinking from a cup, choking prevention, sanitary food preparation and safe food handling, commercially prepared and home-prepared baby food, and some of the Infant Meal Pattern requirements.

**Food for Fifty, 13<sup>th</sup> edition**

Mary Molt

Upper Saddle River, NJ: Prentice Hall, 2010. 880 pp.

**ISBN:** 0136136516

**Description:** Features a broad variety of tested recipes designed to feed large groups of people. This new edition contains an expanded section on ways to make recipes more healthful. Also includes production, service, and storage procedures which will prevent or reduce the hazards of potentially hazardous foods.

**Food and Culture; 5<sup>th</sup> edition**

Pamela Kittler and Kathryn Sucher

Wadsworth Publishing. 2008. 576 p.

**ISBN:** 049511541X

**Description:** A comprehensive book that provides information on the different ethnicities, religions and cultures that have become part of food culture in the United States. This textbook is targeted at chefs, health professionals, and others in the food service industry who want to learn to work effectively with members of different ethnic and religious groups.

**Fruits and Vegetables Galore, Helping Kids Eat More**

United States Department of Agriculture, Food Nutrition Services, 2004.

**Full text:** [http://teamnutrition.usda.gov/Resources/fv\\_galore.html](http://teamnutrition.usda.gov/Resources/fv_galore.html)

**Description:** A kit featuring CD-ROMS and two books entitled: Quality Food for Quality Meals - Buying Fruits and Vegetables and Tricks of the Trade- Preparing Fruits and Vegetables. The latter contains recipes for fruits and vegetables.

**Fruit and Veggie Quantity Recipe Cookbook**

New Hampshire Department of Health and Human Services, 2009.

**Full text:** <http://www.dhhs.nh.gov/dphs/nhp/fruitsandveggies/recipes.htm>

**Description:** A collection of 30 soup, salad, breakfast item, side dish, main dish, and miscellaneous recipes that meet the Fruits & Veggies – More Matters® recipe criteria; available in the USDA recipe format. Recipes are for 25 to 100 servings and are intended for school meal programs or other institutional feeding settings.



**Fundamentals of Menu Planning, 3<sup>rd</sup> Edition**

Paul J. McVety, Bradley J. Ware, Claudette Levesque Ware  
Hoboken, NJ: John Wiley & Sons, Inc., 2008. 272 pp.

**ISBN:** 0470072679

**Description:** Offers a complete and thoroughly accessible review of the principles of planning a menu, from concept development and design mechanics to menu pricing and marketing issues.

**Menu Magic for Children**

USDA Food and Nutrition Service, Team Nutrition, 2002.

**NAL Call Number:** aTX353 U5 No.328

**Full text:** <http://teamnutrition.usda.gov/Resources/menumagic.html>

**Description:** This Child and Adult Care Food Program (CACFP) menu planner will allow you to learn more about the CACFP meal pattern requirements; as well as help you find practical advice on how to serve high quality meals and snacks. Further, you will get ideas for menu planning and grocery shopping. The planner comes complete with sample menus, grocery lists, menu planning tools, and recipes.

**Menu Planner for Healthy School Meals**

Alexandria, VA: U.S. Department of Agriculture, Food and Nutrition Service, 1998 (revised 2008). 270 pp.

**NAL Call Number:** aTX353.U5 no.303

**Web Site:** <http://teamnutrition.usda.gov/Resources/menuplanner.html>

**Description:** Developed for schools to help plan, prepare, serve, and market appealing meals.

**Nutrient Analysis Protocols: How to Analyze Menus for USDA's School Meals Programs**

USDA, Team Nutrition, 2007.

**Full text:** <http://teamnutrition.usda.gov/Resources/nutrientanalysis.html>

**Description:** This guide establishes procedures for conducting an accurate nutrient analysis. It is developed for school food authorities conducting their own nutrient analysis and for state agencies conducting SMI reviews.

**Nutrition for Foodservice and Culinary Professionals, 7<sup>th</sup> Edition**

Karen Eich Drummond, Lisa Armando Brefere  
New York, NY: John Wiley & Sons, 2010. 656 pp.

**ISBN:** 978-0-470-05242-6

**Description:** Covers nutrition basics and dietary needs from a culinary perspective. Provides guidance on healthy cooking techniques and recipes, as well as nutritional software (on accompanying CD-ROM) that readers can use to create and modify recipes, and to analyze the nutritional content of dishes. 7<sup>th</sup> edition has been updated to address current concerns about nutrition through the life cycle.



**On Cooking: A Textbook of Culinary Fundamentals, 5<sup>th</sup> Edition**

Alan M. Hause, Sarah R. Labensky, and Priscilla A. Martel

Prentice Hall, 2011. 1,224 pp.

**ISBN-10:** 013715576X

**Description:** This comprehensive guide emphasizes an understanding of cooking fundamentals, explores the contemporary dining option of vegetarian cooking, discusses nutrition and special health issues, and provides information on other relevant topics, such as culinary history and food science.

**The Professional Chef, 8<sup>th</sup> Edition**

Culinary Institute of America

New York: NY: John Wiley & Sons, 2006. 1,232 pp.

**ISBN:** 0764557343

**Description:** Tools and techniques for today's chef, with almost 900 recipes and recipe variations.

**Professional Cooking, 7<sup>th</sup> Edition**

Wayne Gisslen

Hoboken, NJ: John Wiley & Sons, Inc., 2010. 1,120 pp.

**ISBN:** 978-0-470-19753-0

**Description:** In addition to the over 1,200 recipes, this book offers complete step-by-step instructions on cooking theory and techniques for the professional chef.

**Raising the Salad Bar: Beyond Leafy Greens--Inventive Salads with Beans, Whole Grains, Pasta, Chicken, and More**

Catherine Walthers

New York, NY: Lake Isle Press, 2007. 272 pp.

**ISBN:** 9781891105333

**Description:** This volume of over 135 salad recipes offers chefs some alternatives to traditional salad recipes. Recipes include pasta salads, salad wraps, bean salads, whole grain salads, and chicken salads. Helpful hints on preparation and health benefits appear throughout.

**The Road to SMI Success - A Guide for School Food Service Directors**

USDA, Food & Nutrition Service, Team Nutrition, 2005.

**Web Site:** <http://teamnutrition.usda.gov/Resources/roadtosuccess.html>

**Description:** This manual provides guidance to school food service directors, supervisors, and managers on successfully implementing USDA's School Meals Initiative (SMI) for Healthy Children within the scope of daily practices. It includes information on menu planning options; daily food service practices; and tips for meeting nutritional requirements for school meals and Team Nutrition and preparing for an SMI review.



### **Techniques of Healthy Cooking, Professional Edition**

Culinary Institute of America

Hoboken, NJ: John Wiley & Sons, Inc., 2008. 592 pp.

**ISBN-10:** 0471332690

**Description:** Featuring over 400 recipes and several charts with useful nutrition information, this book serves as a valuable resource for culinary professionals. Includes sections on the language of nutrition, elements of flavor, cooking with less fat, and agricultural issues such as organic farming, free-range poultry, and plant biotechnology.

### **USDA Recipes for Child Care**

Washington, DC: U.S. Department of Agriculture, Food and Nutrition Service, 2006.

**Full text:** [http://teamnutrition.usda.gov/Resources/childcare\\_recipes.html](http://teamnutrition.usda.gov/Resources/childcare_recipes.html)

**Description:** Collection of 187 recipes for child care from the USDA. Many provide directions for one or more variations and include old favorites and popular new dishes. Each recipe contributes to a reimbursable meal served to children in the Child and Adult Care Food Program (CACFP). Written for 25-50 servings, the recipes can easily be adjusted to serve larger or smaller groups.

### **USDA Recipes for Schools**

Washington, DC: U.S. Department of Agriculture, Food and Nutrition Service, 2006.

**Full text:** [http://teamnutrition.usda.gov/Resources/usda\\_recipes.html](http://teamnutrition.usda.gov/Resources/usda_recipes.html)

**Description:** This classic reference for school food service contains about 200 recipes. Each recipe has been standardized for both 50 and 100 servings and includes a nutrient analysis. Marketing guidance included when fresh vegetables are specified.

### **What's a Cook to Do?: An Illustrated Guide to 484 Essential Tips, Techniques, and Tricks**

James Peterson

New York, NY: Artisan, 2007. 422 pp.

**ISBN:** 9781579653187

**Description:** An A-Z index of kitchen tips and techniques for chefs in any setting, with step-by-step photographs for almost every entry.



## B. Videos

### Chef Training DVDs

Hyde Park, NY: Culinary Institute of America, 2005.

**Ordering information:** <http://www.ciaprochef.com/fbi/dvds.html>

**Description:** Featuring detailed lessons, step-by-step chef demonstrations, and practical information, these DVDs offer assistance to foodservice professionals in search of quality and cost-effective training. The following titles are available:

- The Basics of Baking Bread (1+ hours)
- Basic Kitchen Prep (2+ hours)
- Cooking Methods- Dry Heat, Volume 1 (2+ hours)
- Cooking Methods- Dry Heat, Volume 2 (2+ hours)
- Culinary Knife Skills (2+ hours)
- Healthy Palate (2+ hours)
- Knife Care (2+ hours)
- Moist Heat Cooking Methods (2+ hours)
- Recipe Costing: The Bottom Line (80 minutes)
- Sauce Making (2+ hours)

## C. Other

### Basics at a Glance Poster

National Food Service Management Institute  
University, MS: NFSMI, 2004.

**Full text:** <http://nfsmi.org/ResourceOverview.aspx?ID=250>

**Description:** A visual guide to recipe abbreviations, equivalent volumes and weights, scoop sizes, pan size/capacity chart, and cutting diagrams for portioning. Users can download an 8.5" x 11" mini poster as a single PDF, or can print the four sections of the poster individually to tape together as a full-size (17" x 22") poster.

### Cooks for Kids

National Food Service Management Institute  
University, MS: NFSMI, 2009.

**Full text:** <http://nfsmi.org/Templates/TemplateDivision.aspx?qs=cEIEPTQz>

**Description:** Cooks for Kids is a series of satellite training programs. Participants will learn techniques used by culinary professionals to produce high quality foods that are flavorful, nutritious, and appealing. Each episode features a school that is putting these principles to practice.





### **Fact Sheets for Healthier School Meals**

USDA, Team Nutrition, 2005.

**Full text:** [http://teamnutrition.usda.gov/Resources/dgfactsheet\\_hsm.html](http://teamnutrition.usda.gov/Resources/dgfactsheet_hsm.html)

**Description:** Each resource in this collection of eleven fact sheets focuses on a different key aspect of the 2005 Dietary Guidelines for Americans (DGA). The information is geared specifically for school foodservice professionals, with strategies for purchasing, preparing, and serving meals consistent with the DGA.

### **HealthierUS School Challenge**

Team Nutrition, U.S. Department of Agriculture

**Web site:** <http://teamnutrition.usda.gov/healthierUS/index.html>

**Description:** The HealthierUS School Challenge (HUSC) is a voluntary initiative established in 2004 to recognize those schools participating in the National School Lunch Program that have created healthier school environments through promotion of nutrition and physical activity. Challenge criteria and all application materials are available at the URL provided.

### **Menus for Child Care**

University, MS: National Food Service Management Institute, 2010.

**Full text:** <http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=196>

**Description:** Three sets of cycle menus including breakfast, lunch or supper, and snacks that meet the USDA Child and Adult Care Food Program (CACFP) Meal Pattern requirements for 3-5 year olds. Crediting information appears in parentheses after each item on the menu. Portion sizes can be adjusted for other age groups.

## **D. Kits**

### **Cooking for the New Generation, 2<sup>nd</sup> Edition**

National Food Service Management Institute

University, MS: NFSMI, 2008.

**Full text:** <http://nfsmi.org/ResourceOverview.aspx?ID=54>

**Description:** This training module is designed to help school nutrition professionals learn about preparing multiple ingredient foods for a high quality product. Presents current best practices, procedures for receiving and storing processed products, and safety measures such as temperature controls and use of monitoring logs, calibrating thermometers, use of correct equipment to prepare food according to manufacturer's instructions, and resources for proper food handling using SOPs and HACCP-based principles.

### **Culinary Techniques for Healthy School Meals**

University, MS: National Food Service Management Institute, 2009.

**Full text:** <http://nfsmi.org/ResourceOverview.aspx?ID=266>

**Description:** This series of 16 lessons is designed to help school nutrition teams prepare healthier school meals that appeal to the taste of today's students. Team members will





learn information about nutrition, food production and culinary techniques that will improve their school nutrition programs.

### **Healthy Cuisine for Kids**

University, MS: National Food Service Management Institute, 2005.

**Full text:** <http://nfsmi.org/ResourceOverview.aspx?ID=84>

**Description:** This hands-on training program for food service staff focuses on developing culinary techniques that support implementation of the 2005 Dietary Guidelines for Americans. Materials include Trainer's Manual, Participant's Manual, Culinary Manual, and Train-the-Trainer Manual.

### **Measuring Success with Standardized Recipes**

National Food Service Management Institute

University, MS: NFSMI, 2002.

**Full text:** <http://nfsmi-web01.nfsmi.olemiss.edu/ResourceOverview.aspx?ID=88>

**Description:** This training package addresses the benefits of using and developing standardized recipes. Designed to assist school food service and child care managers and employees with development and use of standardized recipes in their operations.

### **Nutrition 101: A Taste of Food and Fitness**

University, MS: National Food Service Management Institute, 2005.

**Full text:** <http://nfsmi.org/ResourceOverview.aspx?ID=90>

**NAL Call Number:** Kit no. 484

**Description:** Provides a basic overview of nutrition for school children. Topics covered include healthful eating, food choices, and physical activity

### **Offer Versus Serve**

USDA, Team Nutrition, 2004.

**NAL Call Number:** Kit No. 451

**Full text:** [http://teamnutrition.usda.gov/Resources/offer\\_v\\_serve.html](http://teamnutrition.usda.gov/Resources/offer_v_serve.html)

**Description:** Offer versus Serve (OVS) is a concept that allows students to decline some of the food offered in a school breakfast or lunch. This training program applies the OVS concept to menu planning and the determination of reimbursable school meals. It can be used in all menu planning approaches (traditional food-based, enhanced food-based, and Nutrient Standard Menu Planning). The resource pack includes a reference guide, Leader's guide for each meal planning approach, a CD of print materials, and a video showing an overview of each menu-planning option in VHS and DVD formats.

### **On the Road to Professional Food Preparation, 2<sup>nd</sup> Edition**

University, MS: NFSMI, 2007.

**Full text:** <http://nfsmi.org/ResourceOverview.aspx?ID=99>

**Description:** This training module consists of four lessons to be delivered in a face-to-face setting. Each lesson is self-contained and designed to be taught in 60 minutes. Lessons titles are The Recipe, Weights and Measures, Portion Control, Recipe Adjustment. Instructions for trainer, lesson-at-a-glance, pre/post-training assessment,



presentation, video segment, certificate, and handouts are included. 358 page manual, 4 video segments, and presentation.

**RECIPE for Growing Healthy Children: Child Care Culinary Workshop**

Indiana Department of Education; Purdue University Extension; 2009.

**Full text:** <http://www.doe.in.gov/food/recipe/index.html>

**Description:** A resource to train child care food service staff on planning and preparing meals and snacks that comply with the 2005 Dietary Guidelines for Americans and MyPyramid.

---

**This resource list was compiled by:**

Corey Holland, R.D., Nutrition Information Specialist

**Acknowledgment is given to the following FNIC reviewers:**

Shirley King Evans, M.Ed., R.D., Acting Nutrition and Food Safety Program Leader

Natalie Partridge, M.S., R.D., Nutrition Information Specialist

Desirée Stapley, M.Ed., R.D., Nutrition Information Specialist

This publication was developed in part through a Cooperative Agreement with the Department of Nutrition and Food Science in the College of Agriculture and Natural Resources at the University of Maryland.

Locate additional FNIC publications at <http://fnic.nal.usda.gov/resourcelists>.

---

Food and Nutrition Information Center  
Agricultural Research Service, USDA  
National Agricultural Library, Room 105  
10301 Baltimore Avenue  
Beltsville, MD 20705-2351  
Phone: 301-504-5414  
Fax: 301-504-6409  
TTY: 301-504-6856  
Contact: <http://fnic.nal.usda.gov/contact>  
Web site: <http://fnic.nal.usda.gov>

The National Agricultural Library (NAL) provides lending and photocopying services to U.S. Department of Agriculture (USDA) employees. Non-USDA users can obtain materials from NAL through the interlibrary lending services of their local, corporate, or university library. For further information on NAL's document delivery services visit their Web site at <http://www.nal.usda.gov/services/request.shtml>.

---



For questions on document delivery services please call 301-504-5717 or submit a question at <http://www.nal.usda.gov/services/ask.php>.

The use of trade, firm, or corporation names in this publication (or page) is for the information and convenience of the reader. Such use does not constitute an official endorsement or approval by the USDA or the Agricultural Research Service (ARS) of any product or service to the exclusion of others that may be suitable.

USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call 800-795-3272 (voice) or 202-401-0216 (TDD). USDA is an equal opportunity provider and employer.

